

**BOARDING STAFF INSET, THURSDAY 31ST AUGUST 2017,
CLERGY HOUSE LIBRARY**

- 1.00 pm Sandwich lunch
- 1.30 pm Welcome the team – roles and responsibilities
Nicholas Morrell
- 1.35 pm Ice-breaker – every day boarding house scenarios
Matthew Wright
- ‘Me against the world’ – dealing with low-level misbehaviour
- ‘Sunny side up’ – keeping up chorister morale
- ‘If symptoms persist’ – illness or attention-seeking? Appropriate responses.
- 2.00 pm Consistency in the boarding house
Nick Morrell
- The reward system – encouraging good behaviour
- National minimum standards – knowing the regulations
- 2.30 pm Making the most of Tutor Groups
Edward Graham
- 2.45 pm Homesickness – causes, symptoms and strategies
Chris Kellaway
- 3.00 pm Preparation of the boarding house
- 4.00 pm Tea
- 4.15 pm Safeguarding choristers
Edward Graham
- 4.45 pm Medical procedures
Kerrian Philips / Zuzanna Klaus

**WHOLE-STAFF INSET, FRIDAY 1ST SEPTEMBER 2017
VAUGHAN HOUSE CONFERENCE ROOM**

9.15 am	New staff induction	Head's office
9.45 am	Whole-staff coffee	Vaughan House Meeting Room
10.00 am	Welcome back / the year ahead Neil McLaughlan <i>All academic, administrative and domestic staff</i>	
10.45 am	Fire safety <i>All academic, administrative and domestic staff</i>	
12.00 pm	Whole-staff coffee	
12.15 pm	Setting expectations: happy staff /parent relations in a central London school Lucy Auger <i>All academic, administrative and domestic staff</i>	
1.00 pm	Lunch	
2.00 pm	Level 1 safeguarding training for all staff Edward Graham <i>All academic, administrative and domestic staff</i>	
3.00 pm	Music staff meeting	
7.00 pm	Staff dinner – Kensington Place Restaurant	

**ACADEMIC STAFF INSET, MONDAY 4TH SEPTEMBER 2017
CLERGY HOUSE LIBRARY**

9.45 am	Coffee	Staff Room
10.00 am	Introduction Neil McLaughlan	Clergy House Library
10.15 am	The curriculum and academic management Nicholas Morrell & Charlotte Blenkin	
11.00 am	The School day – Form Tutors – attendance registers – pupil behaviour – clubs & trips Edward Graham & Charlotte Blenkin	
11.45 am	Coffee	
12.00 pm	Timetables Jon Jenkins & Charlotte Blenkin	
12.30 pm	Learning support Jenny Garwood	
1.00 pm	Lunch	
1.45 pm – 2.30 pm	Heads of Houses meet their teams	
4.00 pm	Deadline for short-term planning, classroom and whole-school inspections	